

ANSWERS TO FREQUENTLY ASKED QUESTIONS FOR STUDENTS (CLASSLINK/GOOGLE CLASSROOM/GOOGLE MEET)



FROM HOME, HOW DO I FIND THE CLASSLINK PAGE?

There are a couple of ways to find the CVUSD ClassLink login page, but whichever you choose, use **Chrome Browser**:

- * visit your school's website, then hover or tap on the Student menu and select "ClassLink Access"
- * enter the following address in the address bar `myclasslink.com/chino`
- *** remember to bookmark ClassLink for faster access next time



HINT: IF YOU'RE USING A DISTRICT PROVIDED CHROMEBOOK, YOU WILL BE PROMPTED TO SIGN IN DIRECTLY TO CLASSLINK!

HOW DOES A STUDENT LOGIN TO CLASSLINK?

Students login with

Username: district username only (not email)


Password: district password



HINT: THIS IS THE STANDARD FORMAT STUDENT PASSWORDS

- 1. Capital Initial of First Name**
- 2. Lowercase Initial of Last Name**
- 3. Last 5 digits of Their Student ID#**

Example:

Student "Butch Davis" with Student ID# 123456789  **Bd56789**

WHAT IS THE DIFFERENCE BETWEEN MY STUDENT USERNAME AND MY EMAIL?

A student Username is the first part of a student email. For example, this is the Username and Email for the fictional student Timmy Farnsworth:

Username: tfarnsworth2

Email: tfarnsworth2@stu.chino.k12.ca.us



Google Classroom

HELP! I CANNOT JOIN MY TEACHER'S GOOGLE CLASSROOM?

We understand how frustrating this must be. The problem is most likely a personal Google account on the device the student is using. To resolve this, the most sure-fire way is to REMOVE all personal Google Accounts from the device. The second alternative is to SIGN OUT of all personal accounts on the device. Finally, be sure to check that the student is in his DISTRICT Google Account every time he/she changes pages on the device.

MORE THAN ONE GOOGLE ACCOUNT IS USED ON MY COMPUTER. HOW DO I KEEP THEM SEPARATE?

When students use computers at home, it is difficult to ensure Google accounts are not interrupting each other. The first defense for all users to constantly check which account is being used, as often as every page/screen change.

An effective way to prevent account interruption is to make the district account the default account by logging out of all Google accounts on the device, then logging into the district account first.

I TYPED IN/TURNED IN MY ANSWER/ASSIGNMENT, BUT MY TEACHER CANNOT SEE IT. WHAT DO I DO?

You have to click Turn in twice. After clicking the Turn in button at the top-right, another pop-up window will ask for confirmation and have you click Turn in again.

WHERE DO I FIND MATERIALS MY TEACHER HAS PUT INTO OUR GOOGLE CLASSROOM?

Log into ClassLink and click the Google Classroom app. Then, click the Classwork link at the top. From this screen, you will see Materials with an icon on the left that looks like page with a ribbon or bookmark in the upper left.

Your teacher may have organized your materials into sections. Scroll and look for that.

HOW DOES A STUDENT ANSWER AN ASSIGNMENT?

 **HINT: HOW YOU TURN IN ASSIGNMENTS DEPENDS ON HOW THE ASSIGNMENT IS SET UP BY YOUR TEACHER.**

If your teacher **ATTACHED A COPY** of a document for you to use:

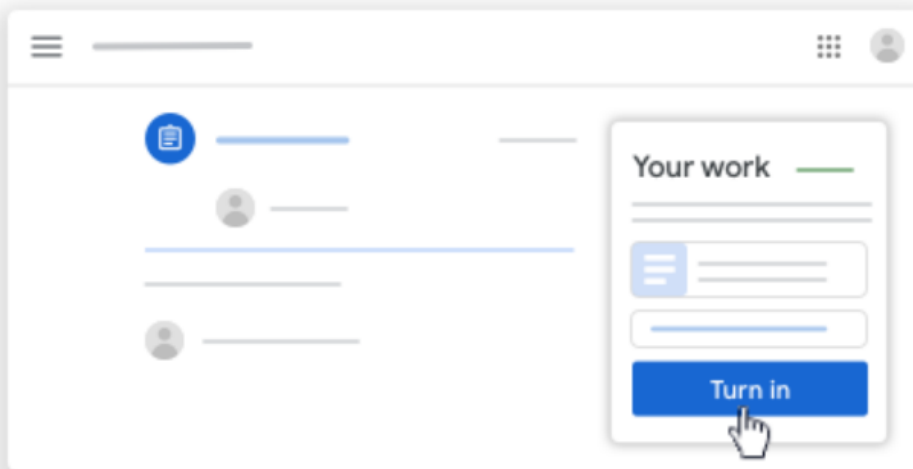
Click the class > **Classwork** > the assignment.

To open the assigned file, click the thumbnail with your name on it.

Enter your work.

Choose one:

- In the document, click **Turn in** and confirm.
- In Classroom, in the assignment, click **Turn In** and confirm.



The status of the assignment changes to **Turned in**.

 **HINT: AS YOU WORK, YOUR TEACHER CAN REVIEW YOUR PROGRESS BEFORE YOU TURN IN.**



 **HINT: WATCH THIS VIDEO TO SEE HOW!**

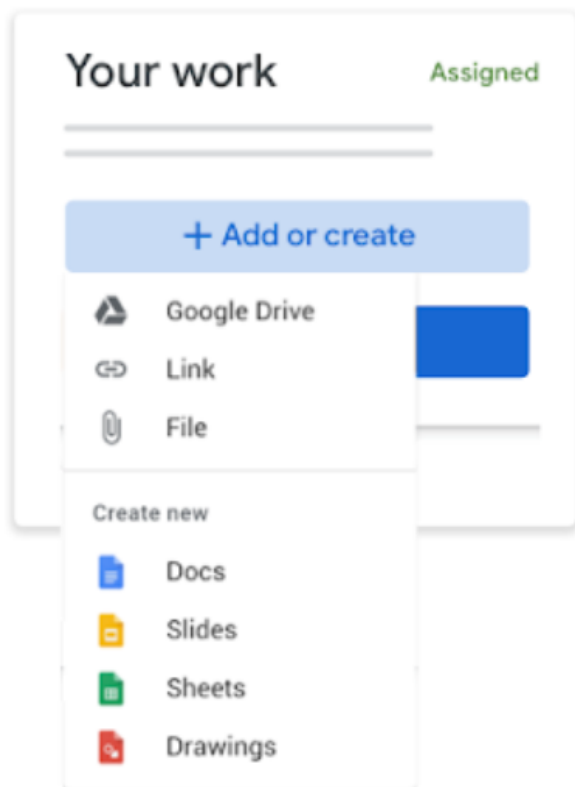
<https://www.youtube.com/watch?v=85krkJyNCFQ&feature=youtu.be>

If you need to ATTACH YOUR OWN document, link, file, picture, video, etc.:

Click the class > **Classwork** > the assignment.

To attach an item:

- a. Under **Your work**, click **Add or create** > select Google Drive , Link , or File  .







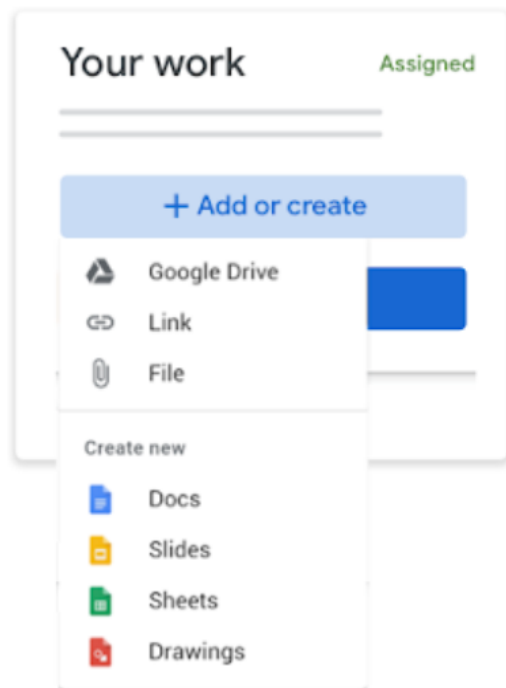
- b. Select the attachment or enter the URL for a link and click **Add**.

Note: You can't attach a file you don't own.

If you need to CREATE A NEW document:

To attach a new doc:

- a. Under **Your work**, click **Add or create** > select Docs , Slides , Sheets , or Drawings . A new file attaches to your work and opens.



- b. Click the file and enter your information.

Note: You can attach or create more than one file.

 **HINT: WATCH THIS VIDEO TO SEE HOW!**

<https://www.youtube.com/watch?v=6NZHKwM3kpk>

 **HINT: IF YOU HAVE A SMARTPHONE AND ARE ABLE TO DOWNLOAD THE GOOGLE CLASSROOM APP, YOU CAN EASILY ATTACH FILES, VIDEOS, PICTURES, ETC. FROM YOUR PHONE! YOU CAN ALSO CHOOSE TO USE THE CAMERA TO UPLOAD DIRECTLY. JUST CLICK "ADD ATTACHMENT" TO ATTACH AN ITEM OR CHOOSE CAMERA.**

***ASK YOUR PARENTS BEFORE DOWNLOADING ANY APP!**

If your teacher ATTACHED A QUIZ (through Google Forms) for you to complete:

Click the class > **Classwork** > the assignment.

Click the form and answer the questions.

Click **Submit** > **Mark as done** and confirm.

If the form is the only work for the assignment, the status of the assignment changes to **Turned in**.

HOW DOES A STUDENT ANSWER A KAMI ASSIGNMENT?

Kami is a Chrome extension that will allow you to write on documents or use a text box.



HINT: WATCH THIS VIDEO TO SET UP AND USE KAMI FOR THE FIRST TIME!

<https://www.youtube.com/watch?v=w0XWM2yHWKI&feature=youtu.be>

MY TEACHER SENT A VIDEO IN GOOGLE CLASSROOM BUT I CANNOT PLAY IT.

Try copying the link to the video, signing out of your google account, opening a new tab and pasting the link. If this doesn't work, try pasting the link into a different browser (like Edge, Safari, etc.). If you can't access the video, contact your teacher to let them know.



Google Meet

HOW DOES A STUDENT KNOW THERE WILL BE A GOOGLE MEET AND HOW DOES A STUDENT JOIN?

Your teacher will notify you via email, Google Classroom, or Aeries Communications. Your teacher will share a Nickname or Code to enter for the Meet/Zoom.



HINT: IF YOUR TEACHER SENT YOU AN INVITE, YOU SHOULD SEE IT IN YOUR EMAIL AND IN YOUR GOOGLE CALENDAR. FROM EITHER PLACE, CLICK ON "JOIN HANGOUTS MEET" TO JOIN THE SPECIFIC MEET. YOUR TEACHER MAY PROVIDE A LINK DIRECTLY TO THE GOOGLE MEET (OR HANGOUT) IN ANOTHER AREA, SUCH AS AERIES COMMUNICATION, THE STREAM IN YOUR GOOGLE CLASSROOM OR REMIND. IF SO, CLICK ON THE LINK TO JOIN THAT SPECIFIC MEET.